

**From:** Sara Heuston sheuston@stemexpress.com

**Subject:** Friday Reports

**Date:** January 14, 2013 at 9:46 AM

**To:** Jessica Cruz jcruz@stemexpress.com, Megan Barr mbarr@stemexpress.com, Holly O'Donnell hodonnell@stemexpress.com

**Cc:** Bob Reboin breboin@stemexpress.com

SH

I have not been receiving your Friday reports for the next weeks schedules at your clinics. It is CRITICAL for scheduling the coming week. Especially with Sequenom back on. We are missing our mark and they will go elsewhere unless we fulfill their requests. Holly is not on the schedule today. She could be procuring somewhere!!!

EVERY Friday – please provide schedules for all the clinics you work in. Megan, in addition to Sac, I need you to provide North Highlands and Fruitridge since you have access to the computers on Friday.

Here is a listing of reporting:

Jessica: Alameda, Mountain View, Concord, Seaside

Holly: Stockton, Eastland, Fresno

Megan: Sac, North Highlands, Fruitridge, Vallejo

I need those updates today! Jessica, since Holly is not in a clinic today, please provide Stockton, Eastland, Fresno

The report should look like this for EACH location:

Sacramento:

Mon – US/MAB/PT #appts

Tues – TAB #appts

Wed – TAB #appts

Thurs – US/MAB/PT #appts

Fri – TAB #appts

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